

Proposed Co-ordinated Admissions Scheme for Secondary Schools in the area of South Tyneside Local Authority

Introduction

Co-ordination of
Admissions Arrangements) (England) Regulations 2012 and applies to
all Secondary Schools in South Tyneside.

Interpretation

2. In this Scheme -

"The LA" means South Tyneside Council acting in their capacity as
Local Authority;

"The LA area" means the area in respect of which the LA is the Local
Authority;

"Primary education" has the same meaning as in section 2(1) of the
Education Act 1996;

"Secondary education" has the same meaning as in section 2(2) of the
Education Act 1996;

"Primary school" has the same meaning as in section 5(1) of the
Education Act 1996;

"Secondary school" has the same meaning as in section 5(2) of the
Education Act 1996;

"School" means a community, foundation or voluntary school
(but not a special school) which is maintained by the LA;

³ 9 R O X Q W D U \ F R Q W U R O O H G V F K R R O ´ P H D Q V V X F K R I
voluntary controlled schools, where the LA sets the admission
criteria and offers the places;

³ A school" means such of the schools as are voluntary aided schools;
where the governing board sets the admission criteria and offers the
places;

³ 7 U X V W 6 F K R R O ´ P H D Q V V X F K R I W K H V F K R R O V D V K

³ \$ F D G H P \ ´ P H D Q V V X F K R I W K H V F K R R O V D V K D Y H D

"Admission Authority" in relation to a community or voluntary controlled school means the LA, in relation to a VA and Trust school means the governing board of that school and in relation to an Academy means the Academy Trust of that school;

³ 7 K H H T X D O S U H I H U H Q F H V \ V W H P ´ W K H V F K H P H R S H
Tyneside Council whereby all preferences listed by parents/carers on the common application form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil may be offered a place at more than one school, the rankings are used to determine the single offer by selecting the one ranked highest on the common application form;

"The specified year" means the school year beginning at or about the beginning of September 2026;

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ending with the next 31st July.

³ 7 K H G H W H U P L Q D W L R Q \ H D U ´ P H D Q V W K H D F D G H P L F
years before the admission year.

"Admission arrangements" means the arrangements for a particular school or schools, which govern the procedures and decision making for the purposes of admitting pupils to the school;

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defined under the 1989 Children Act, and with whom the child normally resides;

³ 6 K R U W H V W G L V W S H O R T E S T D I S T A N C E M E A S U R E D A S
line, from the Ordnance Survey coordinates for the parental home residence (

The LA will include in its admission arrangements for the specified year the provisions set out in Schedule 1 to this scheme, or provisions having the same effect.

The admission authority of each of the Voluntary Aided Schools, Trusts and Academies will include in its admission arrangements for the specified year the provisions set out in the Schedule, so far as relevant to that school, or provisions having the same effect.

The Scheme

1. The Scheme shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
2. The scheme shall apply to every school in the LA area as identified in Appendix 1 and shall take effect from 1 August 2023.
3. The Scheme will also include applications from parents seeking admission to South Tyneside schools who live within the
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 - Gateshead Local Authority
 - North Tyneside Local Authority
 - Sunderland Local Authority

We will also co-ordinate our admission process with any other Admission Authorities where relevant.

SCHEDULE 1

PART I-THE SCHEME

1. There will be a standard form known as the Common Application Form.
2. The Common Application Form will be used for the purpose of admitting pupils into the first year of secondary education in the specified year, and for applications made outside the normal year of
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year 2026/2027.
3. The Common Application Form must be used as a means of expressing up to 3 preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents ¶ resident in the LA area wishing to express a preference for their child-

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- (iii) If a place cannot be offered at a nominated school, a place will be offered at an alternative school.
7. The Common Application Form will include an extra section to be completed by parents who express a preference for a Voluntary Aided School to enable them to provide additional relevant information. No supplementary information forms will be used unless the information is insufficient for consideration of the application against the published admission criteria. Where admission authorities within South Tyneside use supplementary information forms the LA will seek to ensure that these only collect information, which is required by the published oversubscription criteria, in accordance with paragraphs 1.9 and 2.4 of the School Admissions Code.
 8. Where a school receives a supplementary information form from a South Tyneside resident it will not be regarded as a valid application unless the parent has also completed a Common Application Form and the school is nominated on it. Where supplementary information forms are received directly by Trust, Voluntary Aided Schools or Academies the school must inform the LA immediately so it can verify whether a Common Application Form has been received from the parent and, if not, the LA will contact the parent and ask them to complete a Common Application Form. Under the requirements of the scheme parents will not be under any obligation to complete an individual V F K R R O ¶ V V X S S O H P H Q W D U \ L Q I R U P D W L R Q I R U P Z K H required for the governing board to apply their oversubscription criteria.
 9. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform to the timing requirements of the scheme as set out in Schedule 2. (N.B. no School in South Tyneside operates criteria for selection based on ability or aptitude)

Processing of Common Application Forms

10. It will be the responsibility of parents to ensure that Common Application Forms are received directly to the LA by the closing date of 4.30pm on Friday 31 October 2025 (National Closing Date). Common Application Forms may also be completed on-line by the closing date.

Determining offers in response to the Common Application Form

11. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the Common Application Forms. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the Common Application Form where-
 - (a) It is acting in its capacity as an admission authority, or

- (b) An applicant is eligible for more than one place and is allocated a place at the highest ranked school, or
- (c) An applicant is not eligible for a place at any school that the parent has nominated.

48. Parents will be expected to contact the school offered to accept or decline the offer within 10 working days, failure to do so may result in the school place being withdrawn.

WAITING LISTS

49. The LA will hold the waiting list for all Community and Voluntary Controlled Schools and where requested for Voluntary Aided, Trust Schools and Academies.
- The waiting list for the normal year of entry, i.e. Year 7 for

SCHEDULE 2

Timetable of Co-ordinated Scheme

Friday 5 September 2025:	Common Application form made available to parents on-line from 2.00pm to 4.22pm. Paper copy (on request only)
4.30pm on Friday 31 October	Common Application forms, together with BT re W* n W*

CO-ORDINATED ADMISSIONS SCHEME – SECONDARY SCHOOLS

Admission Authorities in the Area of South Tyneside to which the scheme applies

Hebburn Comprehensive School	Campbell Park Road Hebburn NE31 2QU
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Mortimer Community College	Reading Road South Shields NE34 4UG
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